

**Payroll/Personnel System Project Review Team
Action Items from the August 26, 2010 Meeting**

No.	Action Item	Responsible Staff	Meeting Date	Status/Notes
1	CMB will post the Action Items report from the June 15, 2010 PPS PRT meeting. The status for the action items were discussed in the August 26, 2010 meeting.	Cindy Suarez	8/26/2010	Closed. 9/29/10. Action Items report, dated June 15, 2010, was posted on the NFC Homepage.
2	Winston Farmer, DOJ is requesting access to all agency-specific FRDs. NFC will discuss internally how to provide information on all agency-specific projects.	Randy Speed	8/26/2010	Closed. 11/18/10. There is no policy to share agency-specific FRDs. However, agencies can share their FRDs with other agencies, if needed.
3	PCO will provide a report of all projects for upcoming releases once they are locked-in. The report will have a detailed description of the agency-specific and community-wide projects. PCO will also provide the report for CY 10 Pay Period 20 projects to the participants by September 3, 2010.	Tony Priola/Cindy Suarez	8/26/2010	Closed. 9/2010. After the August PRT meeting, PCO sent out Pay Period 20 release information packet, with brief descriptions of each project.
4	Jennifer Sweet, USDA. requested that NFC add the Department Code on the Interagency Agreements (IA) Tracking Spread Sheet Status POP for PRT listing. PCO will add the Department Code to the IA Tracking Spread Sheet Status POP for PRT listing.	Tony Priola	8/26/2010	Closed. 11/18/10. The Department Code has been added to the IA Tracking spreadsheet.
5	NFC will contact Jennifer Sweet, USDA, to discuss a possible electronic process for applying for paperless SEL for those employees who do not have access to a computer.	Randy Speed	8/26/2010	Closed. 11/18/10. There is no electronic process in place. NFC encourages the agency's employees use the paperless option. Exceptions will be handled on case-to-case basis.
6	Customers will advise if there is an issue when not receiving Document Type 125 - for the TSP Automatic Enrollment. Customers were asked to submit their comments by September 9, 2010.	Members	8/26/2010	Closed. 11/18/10. Department of Labor (DOL) gathered customers' input. NFC will provide DOL with a formal response by November 11, 2010.

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7	CMB will issue the Pay Period 20 Testing Notice to customers by August 27, 2010.	Cindy Suarez	8/26/2010	Closed. 8/27/10. Notice was issued to customers.
8	NFC will discuss how to provide customers with a release timeline that will improve their planning process for projects.	Tony Priola	8/26/2010	Closed. 11/16/2010. The GESD 2011 Release Schedule report was e-mailed as an attachment to the appointment regarding the PPS PRT meeting scheduled for November 18, 2010.
9	CMB will provide the Action Items report prior to the PPS PRT meetings.	Cindy Suarez/ Jo Ann Landry	8/26/2010	Closed. 11/16/10. Action Items report was sent to the members via e-mail.